

## SELF-ASSESSMENT SCENARIOS

### WADM1089 – WORKFORCE ADMINISTRATION – DAY 1

#### Instructions:

Locate and highlight the appropriate self assessment script. Select “Know It” mode to begin the assessment. If you have questions, ask your instructor for assistance.

#### Assessment Script 1 – Add a Person

Score: \_\_\_\_\_

**Directions:** Enter Jason Jones’ personal biographical information.

Jason Jones needs to be added to the system with an effective date of June 1, 2007. Make sure that Jason is not already in the system before you add him by looking him up by his National ID. Jason was born on March 12, 1972, has a bachelor’s degree in Business Administration, and is single. His language should be English. His social security number is 999-99-9999. His home address is 340 Broadway, Nashville, TN 37203. He resides in Davidson County. His home telephone number is (615) 250-7152. His home email address is jjones@aol.com. He is white and has not indicated any military status. He has submitted two forms of Citizenship Proof: a Tennessee Driver’s License (DL-TN) and his Social Security Card (SocSecCard). He needs to be set up as a new Employee with a Hire Checklist.

**Important notes or comments to remember:** Use this section to enter any notes or comments regarding what you learned during this assessment.

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